

ALEXANDER SCOTT

Jr. Patient Information Coordinator

🖂 support@qwikresume.com 📞 (123) 456 7899 💡 Los Angeles 🚱 www.qwikresume.com

PROFESSIONAL SUMMARY

Motivated healthcare professional with 5 years of experience in patient coordination and information management. Proven ability to enhance patient interactions, streamline appointment scheduling, and maintain accurate health records. Committed to optimizing workflows and ensuring seamless communication between patients and providers. Eager to apply my skills to improve patient satisfaction and operational efficiency in a dynamic healthcare setting.

WORK EXPERIENCE

Jr. Patient Information Coordinator

Jun / 2022-Ongoing

Pineapple Enterprises

📮 Santa Monica, CA

- 1. Register patients and collect demographic and insurance information prior to their visit.
- 2. Verify insurance benefits and obtain necessary referrals and authorizations.
- 3. Schedule and confirm patient appointments in accordance with clinic protocols.
- 4. Utilize office equipment and software efficiently to manage patient records.
- 5. Process patient payments, ensuring accurate collection of copays and deductibles.
- 6. Maintain strict compliance with HIPAA regulations to safeguard patient confidentiality.
- 7. Assist in the training of new staff on patient coordination practices and software use.

Patient Information Coordinator

Jun / 2020-Jun / 2022

Lakeside Apparel Co

Thicago, IL

- 1. Fostered strong relationships with referral sources, enhancing communication between physicians and patients.
- 2. Maintained and updated the patient referral database for home health and hospice services.
- 3. Monitored discharge statuses and coordinated updates with clinical teams.
- 4. Compiled analytics reports to support departmental decisionmaking and efficiency.
- 5. Participated in optimization meetings to enhance patient care processes.
- 6. Served as a backup intake coordinator, ensuring continuity of care.

EDUCATION

Associate of Applied Science in Health Information Management

Jun / _Jun / 2018 2020

City College

Toronto, ON

Focused on health information technology and patient record management.

SKILLS

Effective Interpersonal Communication

Proficient in Electronic Health Records

Patient-Centric Service Delivery

Strong Organizational Abilities

Clear Written and Verbal Communication

INTERESTS

₹ Travel

Gaming

Home Brewing

Drawing

STRENGTHS

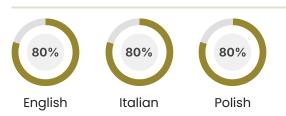
🗞 Tenacity

© Enthusiasm

🟆 Competitiveness

Mentorship

LANGUAGES



ACHIEVEMENTS

Successfully improved patient intake processes, reducing wait times by 20%.

Enhanced patient satisfaction scores by 15% through effective communication strategies.